

RELOCATION INSTRUCTIONS/WORKSHEET

Please complete this worksheet in full to be considered for a relocation benefit. Although you may be an eligible direct victim, **not** all direct victims qualify for relocation benefits.

Generally, a relocation expense only can be awarded once to each victim. There may be exceptions if both of the following conditions are met: 1) The second crime or series of crimes occurs more than three years from the date of the crime for which you received relocation expenses, and 2) The crimes do not involve the same perpetrator.

Important Information For Domestic Violence or Sexual Assault Victims

When a relocation payment or reimbursement is provided to a victim of domestic violence (DV) or for a victim of sexual assault (SA), the victim shall agree to: (1) **not** inform the offender of the location of his/her new residence and **not** allow the offender on the premises at any time, or (2) seek a restraining order against the offender.

(Claimant's initials)

To claim your relocation expenses you must include written documentation of your need to move. If you are moving for your personal safety the documentation from law enforcement should be on agency letterhead or a completed VCP law enforcement checklist stating that the relocation is necessary for your personal safety. If you are moving for your emotional well being, documentation should be written on the mental health provider's business letterhead and include, license number, business address, and phone number, or be on a completed VCP mental health therapist checklist. If the recommendation is from an intern, the same information from the supervising therapist must also be included.

Below are the law enforcement agencies and mental health providers who can provide documentation:

Law Enforcement Agencies

District Attorney 's Office, CA Highway Patrol, Police, Sheriff, CA Attorney General's Office, Parole Officers, and another state or federal agency that investigate or prosecute violations.

Mental Health Providers

Psychiatrist, Psychologist, LCSW, MFT, Psychology Intern, Registered Psychologist, Psychological Assistant, Associate Social Worker, SA or DV Peer Counselor, Psychiatric Mental Health Nurse or Clinical Nurse Specialist.

Total payment for relocation expenses cannot exceed two thousand dollars (\$2,000). Expenses may include, but need not be limited to, all of the following:

- First and last month's rent and security deposit. Generally, the deposit and first and last month's rent prior to moving in will be paid directly to the landlord. When relocating to an established residence (e.g.; family or friend's residence, a deposit will **not** be paid or reimbursed to the victim or landlord);
- Deposits for utilities and telephone service;
- Temporary lodging;
- Emergency food;
- Clothing and other personal items; and/or.
(Definition: "privately owned articles consisting chiefly of clothing, toilet items, etc., for intimate personal use by an individual.")
- Other necessary expenses.

Request for Cash Payment or Reimbursement

This section is provided as a guideline for estimating costs associated with relocating to a safe environment. Please complete the amount column for each of the necessary categories you are claiming. Please provide a reasonable **ESTIMATE or RECEIPT** (*rental housing requires a receipt or rental agreement*) for each category for which you are requesting assistance. VCP staff will verify or review the requested items and amounts and recommend the final amount to be paid.

Types of Expenses and Limits Total payment or reimbursement not to exceed \$2000.	Amount	For staff use only:
Rental Housing: The first and last month's rent, and security deposit, AND you must attach a copy of the rental agreement including the landlord's name, address, telephone number and social security number. If the landlord does not have an acceptable rental agreement one will be provided by VCP to be completed by the landlord.		
Utilities Deposit: (e.g., electric/gas/water, but not to include cable): Reasonable deposit and connection estimate or receipt required.		
Telephone Deposit and Connection Fee: Reasonable deposit and connection estimate or receipt is required.		
Temporary Lodging: Not to exceed a total of \$1,000. (Lodging receipt or verification is required.)		
Food Expense: Not to exceed a total of \$200. (Receipt or statement is required.)		
Clothing and Other Personal Items: Not to exceed a total of \$500. Only available when the urgency of the move prevented you from taking these items with you. (Clothing or personal item receipts are required or a statement describing your purchase is required)		
Other Necessary Expenses: Please attach receipts or a detailed statement of the expense(s).		
Total Relocation Expenses (not to exceed \$2,000)	\$	

For payments made directly to utility companies, please complete the following:

Name of Business: _____
 Address: _____
 Telephone Number: _____

Name of Business: _____
 Address: _____
 Telephone Number: _____

Claimant Name (Print)	Signature	Date
Your Social Security Number: - -		

This Worksheet Must Be Complete and is Required For Relocation Expenses.